



STATE OF ALASKA
invites applications for the position of:

**State Investment Officer
[Treasury Finance Manager &
AMBBA Finance Director]
(PCN 04-X119)**

Job Code: 38717

Open Date: 02/23/23

Position Open To: All
Applicants

Range: N/A

Department: Revenue

Location: Juneau

Job Title: State Investment Officer [Treasury Finance
Manager & AMBBA Finance Director] (PCN 04-X119)

Closing Date: 03/20/23 05:00 PM

Job Type: Full Time

Salary: Depends on Qualifications

Division: Treasury

Bargaining Unit: Exempt

JOB DESCRIPTION:



The Debt Management Section, together with the State Bond Committee, has responsibility for issuing State debt and lease/purchase financings for the State of Alaska. The Debt Manager reviews and coordinates the activities of various professionals including investment bankers, financial advisors, bond counsel and rating agencies as well as assumes responsibility for other special projects. The Debt Manager also serves as Executive Director for the Alaska Municipal Bond Bank Authority (AMBBA).

<https://treasury.dor.alaska.gov/home/debt-management>

<https://treasury.dor.alaska.gov/ambba>

SCOPE AND RESPONSIBILITIES:

As part of the Debt Management section, this position works in conjunction with the Debt Manager and various finance professionals for full coverage and maintenance of State debt as well as debt of certain political subdivisions within the State. The Finance Manager / Director position is also responsible for certain cash forecasting, reserve fund maintenance, investment

revenue forecasting, and will be an integral part of the Debt Management section within the Treasury Division.

Finance Manager: Treasury Division

- Provide quantitative analysis, research, and advice for Department of Revenue on special projects, including cash flow forecasting, investment revenue forecasting, and risk measurement.
- Assist in issuing State debt and lease/purchase financings at the lowest cost possible, coordinate issuance and debt maintenance activity among a wide array of finance professionals.
- Acquire and maintain applicable debt ratings through communication with rating agencies, update and compile rating agency communications and prepare for meetings with those agencies.
- Coordinate activity among various professionals for any authorized debt (bond counsel, financial advisor, arbitrage, underwriter).
- Prepare all statutorily required reporting (e.g., Alaska Public Debt / Debt Affordability)
- Work with a network of contacts in public finance to allow high proficiency when considering policy options from the Commissioner of Revenue and State Bond Committee on potential debt issuance alternatives and the associated impacts.
- Review and analyze investment of funds held in bond issue reserves or project accounts and monitor ongoing reserve fund requirements of the State of Alaska and provide mandated arbitrage rebate analysis and assist with any associated requests.
- Update and post disclosure documents for securities (bond & note) issuances, and support for the general bond issuance process of the State of Alaska.
- Lead ongoing SEC mandated market disclosure for the State and State entities, including public debt continuing disclosure for pre and post debt issuances.

Finance Director, Alaska Municipal Bond Bank Authority (AMBBA)

- Under direction from the AMBBA Board, provide low-cost financing options to authorized borrowers for financially sustainable capital projects, coordinate issuance and maintenance activity among communities within the state, and a wide array of finance professionals.
- Coordinate activity among various professionals for the issuance and maintenance of debt (bond counsel, financial advisor, arbitrage, accounting & compilation, independent audit, underwriter).
- Acquire and maintain applicable debt ratings through communication with rating agencies, update and compile program summaries and prepare for meetings with those agencies.
- Aid authorized borrowers (Board approved loans) in capital improvement projects at the lowest cost possible, monitor current underlying loans for savings opportunities and other compliance matters.
- Maintain, report, and forecast reserve requirements and reserve obligations for underlying AMBBA resolutions.
- Prepare, in conjunction with external professionals, all statutorily required reporting (audited financial statements, annual reserve reporting/funding, other).
- Provide executive financial, accountancy, and administrative support to the AMBBA.
- Work with a network of contacts in public finance to allow high proficiency when considering policy options from AMBBA Board on potential debt issuance alternatives and the associated impacts.
- Update and compile rating agency presentations, investment of funds held in bond issue reserves, custodian and operating accounts, ongoing reserve fund requirements of the AMBBA and provide information to arbitrage contractors and any special requests.
- Assist in updating disclosure documents for securities (bond) issuances, and support for the general bond issuance process of the AMBBA
- Lead ongoing SEC mandated market disclosure for the AMBBA, including public debt continuing disclosure for pre and post debt issuances.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in accounting, business, finance, economics, engineering, law, or a related area of study, and three (3) years of responsible professional experience in banking, accounting, budgeting, finance, or any type of financial management.

Preferred Qualifications:

- A master's degree in accounting, finance, economics, or business
- Four (4) or more years of banking, accounting, finance, or relevant work experience within the financial industry
- Progress towards advanced professional designations (e.g., CFA, CAIA, CPA)
- Experience with financial and quantitative software tools

ADDITIONAL REQUIRED INFORMATION:

EEO STATEMENT

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or (907) 465-4095 in Juneau or TTY: Alaska Relay 711 or 1-800-770-8973 or correspond with the Division of Personnel & Labor Relations at: P.O. Box 110201, Juneau, AK 99811-0201. The State of Alaska is an equal opportunity employer.

CONTACT INFORMATION:

How to Apply:

Cover letter, resume and professional references may be submitted to:

EMAIL: dor.trs.admin@alaska.gov

Or **Mail:**

Debt Manager
Treasury Division
Debt Management Section
dor.trs.ambba@alaska.gov
P.O. Box 110405
Juneau, AK 99811-0405